

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Procedures for Certifying Work Orders

FROM:

EXTENSION

NO.

Chief, Policy and Plans Group

DATE

7 May 1985

TO
(building)

r, and

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/OPS/PTAS

2. ATTN: C/PSD

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It has come to the attention of this office that many Agency personnel, especially those entering-on-duty within the past ten years, are not following the procedures outlined in paragraph 9(2)(b), (see attachment) when certifying work orders.

C/SEG confirmed that this procedure is not currently stressed in EOD briefings; he did indicate, however, that it could easily be incorporated in the Office Procedures section of the EOD briefings. In the interim, it has been suggested that a Headquarters Notice be published to remind all employees of the proper procedure, provided it is still deemed good policy.

Please review this policy for validity, and forward to PPG your comments and suggestions for a Headquarters Notice.

Please address any questions to

Suspense date: 24 May 1985

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